

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

4.9 Preliminary Implementation Plan (Staffing)

The Staffing Project will be implemented in seven phases:

<u>PHASE</u>	<u>DESCRIPTION</u>
1.	Computer development and testing using GIM software
2.	Reports programming and testing
3.	Finalize forms develop clerical and user procedures
4.	Convert existing data to new format
5.	Parallel running of old and new systems
6.	Management approval of new system
7.	Phase out old system and implement new system.

Phases 1 thru 4 will be accomplished concurrently.
Phases 5 thru 7 will be accomplished independently upon the successful completion of the previous phase.

A description of the steps involved in each phase and the number of additional personnel required from the Office of Personnel follows:

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1. Computer development and testing using GIM software.
 - a. Design GIM data lists to conform with Staffing design.
 - b. Program and test procedures for internal conditions, including interaction with dictionaries.
 - c. Design test data for all Staffing transactions.
 - d. Test all Staffing data lists and internal conditions with the test transactions.
 - e. Program and test procedures for displaying the Staffing menu's on a terminal.
 - f. Test all interactions with the Menu input and updating of the data lists.
 - g. Program and test procedures for interaction with PERSIGN Project due to a Staffing transaction.
 - h. Program and test procedures for interaction with PERSIGN Project on Assignment Control conditions due to a PERSIGN transaction.
 - i. Program and test procedures for interaction with CAPER/OP Project due to a Staffing transaction.
 - j. Load live data into Staffing data lists and test all procedures.

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2. Reports programming and testing.

- a. Program and test each of the 45 reports assigned to the Staffing Project
- b. Testing will include the manual comparison of output from the new reports to the output from the old reports.

This step will require one additional person from the Office of Personnel to ensure that all new output satisfies their requirements.

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3. Finalize forms, develop clerical and user procedures.
 - a. Finalize design of the following forms.
 - (1) Revised Form 261 (Staffing Complement Change Authorization)
 - (2) Revised Form 3401 (Language Requirement Change Authorization)
 - (3) New Form 3500 (Ceiling Change Authorization)
 - b. Order the printing of the necessary forms.
 - c. Develop clerical procedures for PMCD classifiers for designating new and changing data on the forms.
 - d. Develop clerical procedures for PMCD Records Analyst(s) for coding new and changing data on the forms.
 - e. Review Agency regulations pertaining to Staffing and prepare any necessary changes for approval
 - f. Develop user procedures for PMCD Records Analyst on inputting and correcting data within the Staffing System.
 - g. Develop user procedures for querying the system.
 - h. Prepare necessary documentation for dissemination to users to avoid confusion during the parallel running of both the old and new system.
 - i. Develop briefing material and other necessary documentation to acquaint users with the new system.

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4. Convert existing data to new format.

- a. Program and test all necessary computer programs in accordance with conversion specifications. Produce error reports as required.
- b. Correct all errors identified by the conversion programs and input the corrected data in the current T/O system.
- c. Produce listings of old and new position numbers for dissemination to users to facilitate the manual conversion of their position inventory files.
- d. Load data from T/O conversion tapes into Org 'active' and Position 'active' Data lists.
- e. Load SSN pointer conversion data into Org 'action' and Position 'active' Data Lists.

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5. Parallel running of old and new systems.

- a. Briefings will be given to all necessary personnel to acquaint them with the new system and procedures that will be utilized during the parallel running of the old and new systems.
- b. Discontinue use of present Form 261
- c. All transactions will be prepared utilizing the revised Forms 261 and 3401, plus the new Form 3500. Where necessary, indicate 'old position number' on the forms, to provide a cross-index between the two systems.
- d. Prepare a Form 1023 for the old system, utilizing the data indicated on the revised and new forms.
- e. Input data into the old and new system.

An increased updating frequency will be required for the old system, since it is currently being updated on a monthly basis only. The new system will be updated on a daily basis.

- f. Compare results of old and new system.
 - (1) Manually compare listings of the old and new T/O to ensure that all items are reflected correctly and in the proper sequence.
 - (2) Manually compare assignment controls conducted by personnel in the Position Inventory Section/OP with the assignment controls being accomplished by the new system.
 - (3) Manually compare the output from the new reports to the output from the old reports.
- g. NOTE: A minimum of four additional personnel will be required during this phase.
 - (1) Two additional personnel will be required in Position Management and Compensation Division (PMCD/OP) to assist the Records Analyst, who will be maintaining the new system.

- One person will be responsible for the coding and maintenance of the old system.
 - One person will be responsible for comparing the output from both systems and also converting the position description files that are currently maintained in 'Position Number' order to the new position numbers.
 - One of these individuals should be retained in PMCD/OP to provide a backup capability for the Records Analyst.
- (2) One additional person will be required in the Position Inventory Section/OP (P/I) to manually compare the assignment control checks on Request for Personnel Actions being performed by P/I personnel with the assignment controls being accomplished by the new system.
- (3) One additional person will be required to manually compare the output from the new reports to the output from the old reports.

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6. Management approval of new system.

A briefing will be given to management indicating the results of the parallel running of both the old and new systems.

Any differences between the old and new systems due to new accounting procedures will be brought to the attention of management.

Management will approve the new system.

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7. Phase out old system and implement new system.
 - a. Input transactions to the old system will be stopped. Transactions will be input to the new system only.
 - b. Old forms will be retained for a brief time period and then destroyed.
 - c. New reports only will be distributed to customers.
 - d. The manual assignment controls on Request for Personnel Actions (Form 1152) conducted by personnel in the Position Inventory Section/OP will be discontinued.
 - e. The manual updating of the Position Inventory Electro-Kardex files will cease.

NOTE: The Electro-Kardex machines may be used for other purposes following the microfilming and filing of the personnel Service Record Cards (SF-7).
 - f. Personnel currently maintaining the Position Inventory Electro-Kardex files can be reassigned to other tasks.
 - g. Temporary personnel acquired for maintaining both the old and new systems during the parallel running phase can be reassigned to other tasks.